

1 **CONSTITUTION OF THE DEPARTMENT OF**
2 **JOURNALISM AND PUBLIC RELATIONS**
3 **CALIFORNIA STATE UNIVERSITY, LONG BEACH**
4 **Approved by the Department on March 8, 2017**
5 **Approved by the CLA Faculty Council**
6 **and adopted on May 10, 2017**

7 **PREAMBLE**

8
9 We, the faculty of the Department of Journalism and Public Relations of California State
10 University, Long Beach, in order to provide a consistent and efficient method of operating the
11 Department through shared governance, do hereby set forward these rules and regulations as
12 our governing guidelines.

13
14 **MISSION AND PURPOSE**

15
16 The mission of the Department of Journalism and Public Relations is to train students for careers
17 in journalism inclusive of public relations and mass media communication. To achieve our
18 mission, the Department is committed to producing working journalists, public relations
19 practitioners and other communicators with a broad background in the liberal arts and sciences.
20 Reporting, writing, editing skills and ethics are emphasized in all phases of the degree program.
21 By producing students who are prepared to compete on the national level for top flight
22 employment opportunities, we also best serve the communities of Southern California.

23
24 **ARTICLE I: NAME AND MEMBERSHIP**

25
26 Sec. 1 The name of this Department shall be the DEPARTMENT OF JOURNALISM AND
27 PUBLIC RELATIONS, hereafter referred to as the Department. The name of this body
28 shall be the FACULTY OF THE DEPARTMENT OF JOURNALISM AND PUBLIC
29 RELATIONS, hereafter referred to as the Faculty.

30
31 Sec. 2 Membership in the Department

- 32 a. Membership in this Department shall consist of those persons duly hired and
33 appointed to teach courses offered by the Department.
34
35 b. A “regular full-time member” of the Department is any Faculty member who holds a
36 tenured or tenure track appointment in the Department, as well as full-time lecturers and
37 faculty who teach a full-time load or equated equivalents, and whose basic appointment
38 is in the Department.
39
40 c. Faculty who do not fit into category 2.b as described above are part-time members
41 of the Department.

42
43 **ARTICLE II: VOTING RIGHTS AND PRIVILEGES OF DEPARTMENT FACULTY**

44
45 Sec. 1 Voting Rights

- 46 a. The Voting Faculty shall consist of all members defined as regular full-time members
47 of the Department, consistent with the California Faculty Association (CFA)
48 Collective Bargaining Agreement with the California State University, the California
49 State University, Long Beach, Faculty Handbook and the Constitution of the College

1 of Liberal Arts.

2
3 Sec. 2 Voting Privileges

- 4 a. The determination of Department policies shall reside only in the Voting Faculty.
- 5
- 6 b. Regular full-time members possess full voting rights on all Department matters,
7 unless otherwise noted in this Constitution.
- 8
- 9 c. Regular full-time members shall be expected to attend Department meetings, and
10 possess voting rights as provided otherwise in this document.
- 11
- 12 d. Non-voting members of the Faculty are those persons who hold part-time
13 appointments. Non-voting Faculty shall not be required to attend Department
14 meetings.
- 15
- 16 e. At the request of any two members – one who makes the motion, and another
17 who seconds the motion – a vote of the Faculty shall be cast by secret ballot.
- 18

19 **ARTICLE III: ORGANIZATION OF THE DEPARTMENT FACULTY**

20
21 Sec. 1 The presiding officer shall be known as the Chair of the Department of Journalism and
22 Public Relations, hereafter referred to as Department Chair. He/she shall have the
23 overall responsibility for the functioning of the Department within the total structure of
24 the University. The department chair serves at the pleasure of the President.

25
26 Sec. 2 Department Chair

- 27 a. Matters concerning the duties and appointment of the department chair outlined in this
28 document shall be consistent with Academic Senate Policy, and shall be updated if
29 said policy is updated. This document currently follows Academic Senate Policy 11-
30 06, approved by the President on June 20, 2011.
- 31
- 32 b. Term: The term of office is three (3) years, beginning with the commencement of the
33 Academic Year. Normally a department chair shall serve no more than two (2)
34 consecutive terms.
- 35
- 36 c. Eligibility: All probationary and tenured faculty members, including the current
37 department chair, are eligible to be nominated to serve as department chair.
- 38
- 39 d. Duties.
- 40 (1) To supervise the execution of Department policy.
- 41
- 42 (2) To serve as an *ex officio* non-voting member on all Department committees.
- 43 i. As such, the Department Chair can only serve in an *ex officio* capacity in any
44 and all department committees, whether standing or ad hoc, and shall be able
45 to offer input, suggestions and recommendation, but shall make no motions,
46 or vote in motions
- 47 a. The only exception shall be if a Department committee does not
48 have the minimum number of willing committee members as
49 required by college or university policy. In that case and that case
50 only, regular full-time members of the Department shall vote on

1 whether to allow the Department Chair to serve as a voting member
2 of a specific committee as per the Department Chair's request. A
3 simple majority will be required to approve the request.
4

5 (3) To serve as a representative of the Department's views and policies to the College
6 of Liberal Arts and the University and to disseminate to members of the Department
7 all information of importance.
8

9 (4) To serve as Chair of the Department External Advisory Council.

10 i. Purpose of the External Advisory Council

- 11 a. To provide the Chair with effective means to discuss and seek
12 advice on major issues and/or problems that affect the Department's
13 relationship with its alumni and donors, as well as with media
14 professionals, media employers, and the local community;
15 b. To provide improved communications with the aforementioned
16 constituencies.

17 ii. Membership and Governance of the External Advisory Council: Members of
18 the External Advisory Council are appointed by Department Chair.

19 iii. Duties and Functions of Members of the External Advisory Council

- 20 a. Members will advise and assist the Department Chair in department
21 affairs that relate to the larger outside community, such as alumni
22 and donor relations, professional and community events,
23 fundraising initiatives, workshops, community outreach, minority
24 recruitment, and diverse service activities.
25 b. Recommendations from the External Advisory Council shall be
26 made to the Department Chair, who shall, in turn, relate the
27 External Advisory Council recommendations to the faculty during
28 the faculty meeting immediately following the time he/she receives
29 the recommendations.
30 c. External Advisory Council recommendations shall be valued and
31 seriously considered, but are non-binding.
32

33 (5) To perform all other duties delegated to him/her by the Department.
34

35 (6) To refer matters requiring policy decisions to the Department Faculty.
36

37 (7) To perform such additional duties as may be expected or prescribed by the College
38 of Liberal Arts and the University.
39

40 e. Method of Selection.

41 The election will be held in the spring semester of the third year of the Chair's term,
42 with the new term to begin in the fall semester at the commencement of the new
43 academic year.
44

45 f. Eligibility of Voting Faculty.

- 46 (1) Tenured and probationary faculty members, including individuals who are on
47 authorized leave status, are eligible to vote for recommendation of candidates for
48 department chair. Participants in the Faculty Early Retirement and Pre-Retirement
49 Programs are eligible to vote regardless of time base and semester of employment.
50 Faculty members of the department who have a Management Personnel Plan (MPP)

1 assignment and teach at least six (6) weighted teaching units (WTUs) within the
2 department each semester during that academic year are eligible to vote.

- 3
4 (2) Lecturers with three (3)-year contracts and a time-base of at least .5 (7.5 WTUs) in the
5 department in the semester that the nominations and elections are held may vote for
6 the purpose of recommending the department chair.

7
8 g. Rotation of Office.

9 When a new Chair is sought, the following steps shall be implemented:

- 10
11 (1) The Dean shall meet with the Faculty to explain the procedures.
12
13 (2) The regular full-time members of the Department shall appoint a Department Chair
14 Nominating Committee to conduct a search for a chair. An elected nominating
15 committee shall consist of at least three (3) probationary or tenured faculty members,
16 a majority of whom are tenured. A nominee for the position may not serve on the
17 Department Chair Nominating Committee. Committee members shall elect a
18 committee chair, to be identified as the Nominating Committee chair.
19
20 (3) The Nominating Committee chair shall present nominations for department chair at
21 an official department faculty meeting, at which time an opportunity is provided for
22 additional nominations to be made from the floor. The notice of the meeting and the
23 agenda shall be distributed to all department faculty members at least five (5)
24 working days prior to the department faculty meeting. The Nominating Committee
25 chair shall notify the dean of the slate of nominees.
26
27 (4) The balloting shall be conducted by the Department Chair Nominating Committee
28
29 (5) The Department Chair Nominating Committee will send to the Dean all
30 recommended candidates.
31
32 (6) Vacancy: When there is an unplanned vacancy in the position of department chair,
33 the dean, after consultation with the Provost and the department faculty, may
34 designate an interim appointment. The process for selecting a department chair as set
35 forth in this policy shall be initiated within a reasonable period of time, but no longer
36 than one (1) year.

37
38 b. Voting Procedures.

39 The voting procedures shall be the following:

- 40
41 (1) The Department's recommendation to the Dean of the College of Liberal Arts for
42 Department Chair shall be determined by a secret mail ballot.
43
44 (2) Following nominations at the department faculty meeting, the nominating committee
45 chair shall prepare the ballot, distribute the ballot to faculty members eligible to
46 vote, and set a deadline for the return of ballots ten (10) working days from the date
47 of ballot distribution. A ballot shall provide faculty the opportunity to vote
48 "recommended" or "not recommended" or abstain for each name on the slate.
49
50 (3) The mail ballot box shall be in a secured location.

- 1
2 (4) A simple majority of the votes cast by the regular full-time members of the
3 Department is required for recommendation. Ballots not cast, abstentions and blank
4 ballots shall not be counted or considered when calculating the simple majority.
5
6 (5) Tenured and probationary faculty members, including individuals who are on
7 authorized leave status, are eligible to vote for recommendation of candidates for
8 department chair. If a faculty member is on authorized leave, the ballot for that
9 individual shall be sent by first class mail to the home address or to a forwarding
10 address on file in the department office or sent via email with the return of the hard
11 copy in a sealed envelope. Participants in the Faculty Early Retirement and Pre-
12 Retirement Programs are eligible to vote regardless of time base and semester of
13 employment. Faculty members of the department who have a Management
14 Personnel Plan (MPP) assignment and teach at least six (6) weighted teaching units
15 (WTUs) within the department each semester during that academic year are eligible
16 to vote. Moreover, lecturers with three (3)-year contracts and a time-base of at least
17 .5 (7.5 WTUs) in the department in the semester that the nominations and elections
18 are held may vote for the purpose of recommending the department chair.
19
20 (6) The nominating committee shall count the ballots and report the results (including the
21 number of “recommended” and “not recommended” and “abstain” votes cast for each
22 candidate) in writing to the department and the dean.
23
24 (7) After meeting with all candidates who received a majority vote of “recommended”
25 and consulting with the Provost, the dean normally shall appoint one (1) of these
26 candidates as department chair. The designated chair shall receive an appointment
27 letter from the dean. The dean shall also notify faculty and staff in the department
28 with a copy to the Provost.
29

30 **ARTICLE IV: DEPARTMENT MEETINGS**

31 32 **Sec. 1 Regular Meetings**

- 33 a. Department meetings shall be held periodically according to the needs of the
34 Department.
35
36 b. Department meetings shall be open to all members of the Department and to students
37 and staff, unless personnel or other sensitive matters are on the agenda, in which case
38 the Chair may request a closed meeting with the attendance of only regular full-time
39 members of the Department.
40
41 c. These meetings shall be called by the Department Chair, who shall designate the
42 date, time and place, and provide an agenda that clearly indicates the matters to
43 be considered.
44
45 d. Attendance at Department meetings is mandatory of all regular full-time faculty.
46 Faculty who are unable to attend shall communicate their absence to the Chair in
47 advance.
48
49 e. Except in cases of emergency, the Chair shall notify members of the Department at
50 least two weeks in advance of any scheduled meeting and supply an agenda and

1 minutes two working days in advance, which clearly indicates the matters to be
2 considered.

3
4 f. Prior to the issuance of an agenda, items may be placed on the agenda by any faculty
5 member who notifies the Department Chair or the Department's Administrative
6 Assistants. For this purpose, notification given to any administrative assistant shall
7 constitute notification of the Chair.

8
9 g. A quorum for conducting Department business shall consist of a minimum of one-
10 half (1/2) of the regular full-time members of the Department Faculty.

11
12 h. Department meetings shall be conducted in accordance with the most recent edition
13 of *Robert's Rules of Order*.

14
15 **Sec. 2 Special Meetings**

16 a. Upon the request of any three (3) members, either orally or in writing, the Chair shall
17 call a meeting of the Department within two weeks, or earlier, if the urgency of the
18 situation so requires.

19
20 b. Special meetings also may be called by the Department External Advisory Council.

21
22 **ARTICLE V: COMMITTEE STRUCTURE**

23
24 **Sec. 1 Committee Structure and General Rules of Operation.**

25 a. The standing committees of the Department shall include a Search Committee, a
26 Curriculum Committee, an RTP Committee, and such additional committees as
27 the Department shall deem necessary.

28
29 b. The RTP Committee shall be elected annually in accordance with university and
30 college regulations.

31
32 c. Each regular full-time Faculty is required to be a member of at least one standing
33 committee, and entitled to membership in all standing committees.

34
35 d. All regular full-time members of the Department shall be requested to state their
36 wishes for committee assignment. The Department Chair and regular full-time
37 members shall then vote on each committee membership.

38
39 (1) Following the Collective Bargaining Agreement, full-time lecturers with 15
40 units of teaching assignment may not be required to serve in committees, but
41 may volunteer to serve in committees. Full-time lecturers who receive
42 assigned time for service, however, may be requested to serve in committees.

43
44 e. Committee reports and recommendations may be presented directly to the
45 Department.

46
47 f. The Department Chair shall be an *ex officio*, non-voting member of all standing
48 committees, as described in Article III, Section 2, Item d.2.

49
50 g. The Department Chair shall recommend ad hoc committees to the faculty, whose

1 members are elected to serve on these committees.

2
3 h. Each committee shall determine its own meeting dates and times.

4
5 i. A majority of the membership of any committee shall constitute a quorum.

6
7 **ARTICLE VI: STANDING COMMITTEES GOVERNANCE AND RESPONSIBILITIES**

8
9 Sec. 1 Decisions of the standing committees shall be reported to the Faculty at the next
10 scheduled Department meeting, respecting University and College policies on personnel
11 matters.

12
13 Sec. 2 Decisions and recommendations by the RTP committee are final and not subject to
14 review by regular full-time Department members.

15
16 Sec. 3 The Curriculum Committee and the Search Committee are urged to request input,
17 comments, feedback and suggestions from Faculty whenever major decisions are
18 scheduled to take place;

19
20 Sec. 4 Major programmatic curricular decisions shall be submitted for a vote of the regular full-
21 time Faculty, and require a simple majority approval to be implemented.

22 **ARTICLE VII: RECALL AND REPLACEMENT OF DEPARTMENT OFFICERS AND**
23 **COMMITTEE MEMBERS**

24
25 Sec. 1 The removal of any Department Officer or elected Committee Member may be requested
26 of the appropriate university authorities by a two-thirds (2/3s) vote of the full-time
27 faculty. For the Department Chair, California State University, Long Beach, Policy
28 Statement 00-09, Section 18.800 *Election to Recall a Department Chair* shall be
29 followed.

30
31 Sec. 2 If the Chair is removed, steps down, or otherwise becomes unable to carry out the duties
32 of the position, a new Chair will be selected in accordance with the normal procedures in
33 the Department Constitution, and in accordance with University and College policy
34 regarding such cases.

35
36 Sec. 3 An elected member of a Department committee may be removed from that committee by
37 a two-thirds (2/3s) vote of the regular full-time faculty.

38
39 Sec. 4 If a member of a Department committee is removed, steps down, or otherwise becomes
40 unable to carry out the duties of the position, a replacement shall be chosen in accordance
41 with the normal procedures for selecting members for that committee, and this process
42 shall be initiated at the next regularly scheduled Faculty Meeting.

43
44 **ARTICLE VIII: AMENDMENTS**

45
46 Sec. 1 This Constitution may be amended by a two-thirds (2/3s) vote of the regular full-time
47 members of the voting faculty of the Department at any regular faculty meeting so long
48 as the following procedural steps have been completed:

- 1 a. Amendments may be proposed by a written petition of three (3) Regular members of
2 the Department, or by a committee of at least two regular full-time members of
3 faculty convened with the purpose of reviewing the Constitution.
4
5 b. Amendments may not be considered between the end of the spring semester and the
6 beginning of the following fall semester.
7
8 c. Proposals shall first be submitted to the Department Chair, either in print or
9 electronic format.
10
11 d. Once submitted, the Chair must forward the proposal within two weeks, excluding
12 holidays, to the regular full-time faculty.
13
14 e. The Department Chair must include the discussion of the proposed amendments
15 in the first faculty meeting available after the 2-week period, as described above.
16 The item must be placed towards the top of the agenda, as to allow proper time
17 for presentation and discussion of the amendments.
18

19 Sec. 2 Amendments to this Constitution shall become effective immediately after they receive a
20 favorable vote of two-thirds (2/3s) of the faculty.

21
22 **ARTICLE IX: ADOPTION OF THIS CONSTITUTION**

23
24 This Constitution shall become effective immediately upon a favorable vote of two-thirds (2/3s)
25 of the regular full-time members of the Department and any other applicable governing body on
26 campus.